

Mayor and City Council Update March 27, 2020

To: Mayor and Council
From: Administration
CC: Department Heads



Library

LIBRARY VIRTUAL PROGRAMMING – This week, Youth Services team began online story time via Facebook. Technical limitations have revealed this to be a short-term solution at best. The library has purchased a business subscription of Zoom and will explore hosting story time via a Zoom meeting or webinar.

LIBRARY ONLINE COLLECTIONS – The library has purchased scores of new eBooks and eAudiobooks for their Axis360 and RB Digital platforms. We have also increased the daily spending limit for Hoopla Digital. Promotions for these collections have included Facebook posts and the email newsletter to library customers. Mary Moore is planning a webinar for new users who want to learn to use the library's virtual collections.

BOOK DROPS ARE CLOSED – The library has sent emails and Facebook messages out that the library book drops are closed. All library materials' due dates have been extended to April 30, and customers have been assured that no overdue fines will be charged during the closure.

STAFF PROJECTS – All library staff are working from home. Several employees are working on improvements and corrections to the library's online catalog. Others have been making calls to businesses for the Economic Development office. Other projects include story time programming, adult virtual programming, online promotions of virtual collections, online staff development courses, and corrections/updates to the library's emergency procedures plan.

City Clerk's Office

The City Clerk's Office doesn't normally include information on the Weekly Report, but we wanted to keep everyone in the loop and thought this would be a good way to do so.

The April 2, 2020 Committee of the Whole meeting and the April 6, 2020 Mayor and Council meeting will be teleconferenced so Department Heads need to reach out to City Administrator Tammi Saddler Jones with items that may need to be discussed or included as soon as possible.

On top of keeping the Clerk's Office up and running as smoothly as possible, we are fielding all phone calls coming into the main city numbers. We are handling between 45 and 90 phone calls a day and one day we took in well over 100 calls. Common concerns are property tax late notices, homestead exemptions, businesses concerned over how to proceed and the hardest have been elderly who are scared and alone. If you know someone who is alone, whether elderly or not, please check on them. I (Tina) am blessed to have my family but there are others who have nobody, and this is the time for us to step up, unite, and help those who need us. The information on the website has been very helpful to me in answering questions from callers as well as to those seeking answers and resources on their own.

Kudos to everyone who has been working to keep the website up to date.

Court Services is fielding about 40-60 calls a day. Reports indicate that people are paying fines online which is excellent. Court employees are keeping up with open records requests at lightning speed. Court dates have been moved out as needed and those involved are receiving prompt notification of this.

We will continue to update the Key Operational Information sheet as needed. If there are any changes or updates from your department, please send an email and we will be sure to add that to the document.

Community Relations

The April Spring Jonquil Festival and the Jonquil City Jog have been cancelled. Possible reschedule dates are being explored.

Department of Environmental Services (KSB)

Environmental Services:

Staff continues to work on the Atlanta Regional Commission Green Communities Designation. Staff has been in touch with the ARC and right now the deadlines for submission stand. However, they are anticipating some leeway on scheduling of workshops, approval of policies/procedures because of CoVid19.

The Outdoor Market opening date has been moved to June 6. Our vendors seem OK with this as many other markets are apparently cancelling their season. Staff doesn't feel we are at that point yet. With the help from KSB, Inc., we are going to feature our vendors who can take on-line orders, and ship to customers, as a way to ease some of the financial struggle.

The Community Garden will continue to be open to current lease holders as long they maintain social distancing. Staff doesn't believe this will be an issue.

KSB, Inc:

All events and activities are cancelled through the end of May. This includes the Adopt-A-Mile program and the Garden Tour.

The April board meeting has been cancelled.

Staff and board members are taking this social distancing time to work on a board manual, updating/creating policies and procedures, and working on a volunteer manual.

Recycling Center:

The Recycling Center continues to be closed. Staff is not working. The Coordinator is taking time to research possible new vendors.

All staff is working off site.

Police Department

Total number of arrests:	1
Total number of citations issued:	19
Total number of citation warnings:	8
Total number of calls for service:	780

Public Works

Public Works Director has implemented an (A) Typical Work plan which will consist of adjusting public works staff into two groups/ two different work schedules (Group A & B). This adjustment to staffing is to continue all services in Public Works to the citizens of Smyrna and limit risk and exposure to staff during this national health emergency. Public works hours will remain 7am to 4pm, with all sanitation routes remaining the same along with water sewer emergencies and roadway repairs.

TRAINING

Public Works Supervisors, Foreman and Managers attending the UGA Carl Vinson institute For Local Government Management Training. The training will take 6-8 months to complete in Canton GA. First class group project begins March 14th at The Children's Haven, 1083 Marietta Hwy, Canton, GA 30114. Next round of classes with new staff members attending begins April 14th at Marietta Cobb County Water Authority Training Center. Management training will be held virtually, employees are attending from home as well as work.

Public Works Staff in all departments will all attend training by the end of the physical year, which will include electrical, trench safety, flagging, roadway construction setup, competent persons, and state certification classes.

BUILDING/GROUNDS DIVISION

Building and Grounds Division is currently under way with full roof replacement at Public Works Facility. Roof will undergo inspection for final completion. **Project 95% complete.**

There is Flooring enhancements taking place at the Wolfe Center that will be complete by the end of this week.

The museum basement reparation and restoration has begun. Public Works is assisting in the removal of materials to facilitate the contractor in a reparation project so as to avert future damaging flooding and restore the use of the basement component.

WATER /SEWER DIVISION

Water/Sewer Division is currently grading sewer infrastructure with our sewer sonar equipment that grades the condition of the pipe and capacities of flow, this technology cuts down on cost of fuel and repairs and maintenance to our emergency sewer equipment such as our Jett Truck And video inspection equipment. Staff will grade a Council Ward and the areas that need attention will be addressed with jet truck and video inspection to determine what needs to be done to correct the issue. This project is taking place in Ward 4 that is currently **65% completed**. Project on hold due to A typical work scheduling

Phase 2 of the South Cobb water main install from Banks Street to Benson Poole is in design phase. Crews on site surveying for design, draft is being reviewed by public works staff for final drawings to be completed.

Crews working on raising valves and manholes that where lowered for the resurfacing throughout the city. **Project 95% complete.**

Fire Department

Incidents

Fire - 2

Medical - 54

Other - 30

Total – 86

Community Development

Type	#	Estimated Cost of Construction	Location
Building New/Residential	-	-	
Building Remodel/Residential	4	\$112,447	2- Reroof 1- Interior 1- Pool
Building Remodel/Commercial	3	\$53,400	2 Remodel- 2460 Cobb Pkwy (Best Buy) & 2840 Atlanta Rd (Moe's) 1 Demo- 1314 Concord Rd (Georgia Psychiatry)
Electrical	-	-	-
Plumbing	-	-	-
HVAC	-	-	-
Signs	-	-	-
Grading	1	\$25,000	1- 572 N Thomas Ln

WEEKLY INSPECTIONS

Type	Number	# of Sites
All	291	107

NEW BUSINESSES

Name	Location	Home/Commercial	Description
CHASSE DANCE COMPANY	2440 ATLANTA RD SE, STE 300	C	DANCE STUDIO
ADESEKO CLEANING SERVICES	2085 LAKE PARK DR SE	H	JANITORIAL SERVICES
LUCY'S PET GROOMING INC	1048 QUEENSGATE DR SE	H	PET GROOMING